



Memphis and Shelby County Office of Planning and Development

CITY HALL 125 NORTH MAIN STREET-SUITE 468 MEMPHIS, TENNESSEE 38103-2084 (901) 576-6619

APPLICATION FOR PUBLIC STREET NAME CHANGE APPROVAL

Date: _____

Case #: _____

PLEASE TYPE OR PRINT

Property Owner of Record: _____ Phone #: _____

Mailing Address: _____ City/State: _____ Zip _____

Property Owner E-Mail Address: _____

Applicant: _____ Phone # _____

Mailing Address: _____ City/State: _____ Zip _____

Applicant E- Mail Address: _____

Representative: _____ Phone #: _____

Mailing Address: _____ City/State: _____ Zip _____

Representative E-Mail Address: _____

Engineer/Surveyor: _____ Phone # _____

Mailing Address: _____ City/State: _____ Zip _____

Engineer/Surveyor E-Mail Address: _____

Street Location: _____

Inside of Memphis City Limits Yes No

Unincorporated Shelby County Yes No

City of Reserve Area Yes No

Existing Street Name: _____ Proposed Street Name: _____

Reason for change: _____

Name change starts at: _____

and proceeds to: _____

Length of street name change: _____ Feet

Intersecting streets where a street name sign will need to be changed:

A. _____ B. _____ C. _____

D. _____ E. _____ F. _____

I (we) hereby make application for the approval of a street name change described above and in the accompanying revocation instrument. I (we) accept responsibility for any errors or omissions which may result in the postponement of the application being reviewed by the Memphis & Shelby County Land Use Control Board at the next available hearing date. I (We), owner(s) of the above described property hereby authorize the filing of this application and the above named persons to act on my behalf.

Property Owner of Record

Date

Applicant

Date

GUIDE FOR SUBMITTING PUBLIC STREET NAME CHANGE APPLICATION

- A. **THE APPLICATION** - Four (4) collated sets of this application in accordance with the requirements of the Unified Development Code and as outlined below shall be submitted to OPD. The following information is required to be submitted for consideration as a complete application, and except for copies of the Preliminary Closure Plat, shall be provided on sheets of 8.5"x11" in size. All preliminary name change plats shall be folded to a size not over 9"x14" with title facing out. The application with original signatures shall be completed either with legible print or typewritten. Each application set shall be compiled in the following order:
- 1) One (1) original Application, 8.5"x11" Street Name Change Plat, Vicinity Map, 2-3 sets of gummed-backed Mailing Labels, 2 sets of paper copied Mailing Labels, Original Instrument of Dedication, 20"x24" print of Street Name Change Plats, folded.
 - 2) Four (4) sets of copies in the following order: Application, 8.5"x11" Street Name Change Plats, Vicinity Maps, 20"x24" Street Name Change Plats, folded.
 - 3) A compact disc with all submittal documents in "PDF" and any proposed conditions in "WORD".
- (For additional information concerning these requirements contact Land Use Control Section at (901) 576-6619.)*

VICINITY MAP

- 1) Four (4) copies showing the subject property (boldly outlined) and all parcels within a 500' radius. If the 500' radius includes less than 25 property owners, the radius shall be extended at 100' intervals to reach a minimum of 25 property owners provided, however, that the maximum total radius is 1,500'. Show for each parcel its dimensions, owner's name (on the vicinity map unless prior approval is given to do otherwise) and the public streets, alleys or private drives that it abuts. In situations where the parcels on the map are so small that the property owner's names are unable to fit and numbered legend is used, every effort should be made to place the legend on the map itself and not a separate sheet.
- 2) Three (3) copies of vicinity map without the owner's name.

LIST OF NAMES AND ADDRESSES

- 1) Two (2) complete lists of names and mailing addresses, including zip codes, of all owners shown on the vicinity map, typewritten on 1"x 2^{5/8}" self-adhesive mailing labels and 2 paper sets.
- 2) Two (2) self-adhesive mailing labels (1"x 2^{5/8}") each for the owner of record, applicant, representative and/or engineer/surveyor.

FILING FEES (All Fees Are Subject To Change without Prior Notice)

- 1) Submit a non-refundable check or money order in the amount of \$400.00. Make check payable to "M/SC Office of Planning and Development"

***ALL APPLICATIONS MUST BE SUBMITTED IN PERSON AND THE SUBMITTER MUST RECEIVE A RECEIPT OF ACCEPTANCE FROM STAFF**